



## Council Action Form

<b>MEETING DATE</b>	Wednesday, July 19, 2017			
<b>TITLE</b>	NEW BUSINESS ITEM E: Consider an Ordinance Approving a Transfer of Appropriation (Planning and Building Department Personal Services) (Ordinance 2017-29, First Read)			
<b>SUBMITTED BY</b>	Name and Title: Dax Norton Department: Town Administration			
<b>MEETING TYPE</b>	Work Session Executive	<b>Regular</b>	Special	Retreat
<b>AGENDA CLASSIFICATION</b>	Consent	Presentation	Unfinished Business	<b>New Business</b>
	<b>Ordinance</b>	Resolution	Employment Contract	Proposal
<b>ORDINANCE/RESOLUTION</b> (New ordinances or resolutions assigned a new)	<b>1st Reading</b>	2nd Reading	PUBLIC HEARING	3rd Reading
	<b>Ordinance #: 2017-29</b>		Resolution #:	
<b>CONTRACTS</b> (Contracts must be previously signed by vendor for submission)	<u>Contract Required:</u> Yes <b>No</b>		<u>Signed Contract Attached:</u> Yes <b>No</b>	
<b>APPROVALS/REVIEWS</b>	<b>Department Head</b>		Budget/Finance	
	Assistant Town Manager		<b>Legal Counsel - Steve Unger</b>	
	<b>Town Manager</b>		Other:	
<b>BACKGROUND(Includes Description and justification)</b>	This ordinance transfers previously appropriated funds (\$30,000) from the Planning Department Services Charges fund (Planning Professional Services line-101.350315.000) to the Planning Department Personal Services line (Planning Commercial Inspector line-101.350122.000). This transfer will fund the salary of the 3rd commercial inspector. The 3rd inspector position was approved in the 2017 salary ordinance. These funds were to be moved during the budget process in March, but the move was overlooked by staff. This will not have a negative impact on the Planning Department budget.			

<b>BUDGET AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	Yes - NTE \$55,000
	Expenditure \$:	\$30,000.00
	Source of Funds \$:	Town Planning Other Services and Charges
	Additional Appropriation #:	No
	Narrative:	
<b>Resolution and Ordinance Only)</b>	Hold 1st Reading	
	Not Hold 1st Reading	
	Approve on Second Reading	
	Deny Approval	
<b>PROJECT TIMELINE</b>		
<b>STAFF RECOMMENDATION</b> (Town Council reserves the right to accept or deny recommendations)	Staff recommends suspending the rules and passage after second read	
<b>SUPPLEMENTAL INFORMATION</b> (List of all attachments)	Ordinance	